



State of Tennessee
Department of Finance and Administration
Bureau of TennCare
729 Church Street
Nashville, TN 37247-0492

Phil Bredeesen
Governor

M.D. Goetz, Jr.
Commissioner

Date: August 1, 2005

To: Intermediate Care Nursing Facilities (Level 1)
Skilled Care Facilities (Level 2)

From:  Steven G. Hopper
Chief of LTC Operations

RE: Pre-admission Evaluation (PAE) Process RE: Bed Hold Elimination

The staff of Long Term Care (LTC) recognizes there may be questions regarding the PAE process with the elimination of bed hold days. Hopefully the following information will provide clarification:

- If the facility chooses to hold the bed when the patient is transferred to the hospital, the PAE process is exactly the same as it is today. No new PAE is required.
- If the facility chooses NOT to hold the bed when the patient is transferred to the hospital, then the appropriate action is recorded, i.e., the patient is discharged. If this occurs, the facility may use the transfer form and re-activate the patient's original PAE; and show that the patient is either transferring back to their facility OR that the patient is transferring to another facility. A NEW PAE would not be required as long as the transfer form is submitted within **30 days of admission**, and there is no change in the physical condition of the patient requiring a new PAE. The transfer form rules are exactly as they are today.
- If a patient is sent home for Therapeutic Leave, the facility may also choose to hold the bed. In this case, a new PAE or transfer form is not necessary. If the facility chooses NOT to hold the bed, the same criteria applies as above. The patient should be coded as discharged, and the facility which the patient goes to, should use the transfer form to re-activate the original PAE if: the transfer form is

submitted within 30 days of admission, and there is no change in the physical condition of the patient requiring a new PAE

If you have any questions, please contact the Long Term Care Claims Unit at 615-741-0212.